

COAST Principal Office Staff Coordination Meeting (POSCM)

Dhaka; Date: 27th July 2021

A virtual PO Staff Coordination meeting was held on 27th July 2021. The meeting presided over by Deputy Executive Director. All staff of the Principal Office were present in the meeting. Meeting notes are as follows:

SI	Description	Responsible professionals	Dateline
1.	Microcredit Operation flow in Lockdown <ul style="list-style-type: none"> Total OTR 51% at 26 July 27, 2021 Of these, Barisal has the lowest and Bhola the highest. Disbursement will begin as soon as the situation is under control. Hand sanitizers and masks distributing, measuring the oxygen levels of the beneficiaries with a pulse oximeter shoot the video and published on social media. 	Microcredit staff, JD-SD, SC -SM& DC	
2.	Ensure Disinflation and Cleaning <ul style="list-style-type: none"> Always active to hand washing basin in all branch. 	All COAST Staff	Ongoing
3.	Staff health meeting <ul style="list-style-type: none"> Staff health meeting will be organized in next month on consultation with the doctors. Female health meeting will be organized 7 august 2021 	Director -ME & IA	07.08.21
4.	Need assessment training <ul style="list-style-type: none"> Need assessment training will be organized as soon as possible after lockdown. ED requested everyone to listen CNN. 	DD-GT & CR	Ongoing
5.	Increasing interpretation skill of selected staff	JD-MEAL & R	Ongoing
6.	Annual Report <ul style="list-style-type: none"> Annual report will be published within January 2022 The outline will be developed and sent to field for getting writeup in November 2021. 	DED & JD-SDC	31.01.22
7.	People's organization report <ul style="list-style-type: none"> Report of every month should be sent within 10th of next month. Social action achievement should be shown on every month. There will a section in website for social actions 	SC-ME	Ongoing
8.	Social media activity survey of job seekers <ul style="list-style-type: none"> Need to make antibullying policy. Already establish on social media ids of job seekers will be added in COAST CV format. 	Head-HRM & DED	Ongoing
9.	Daily attendance <ul style="list-style-type: none"> Digital attendance should be done during in and out from the office. 	All staff of Dhaka office	Ongoing
10.	Sorting File covers <ul style="list-style-type: none"> All personnel files will be same in terms of color, size, shape & design in field No third-party file covers will be used anymore. 	Head-HRM	30.07.21

Next Monthly Action Plan:

SL	Staff name	Position	Activities of reporting month	Activities of next
1	Rezaul Karim Chowdhury	Executive Director	<ul style="list-style-type: none"> EC Meeting Annual General Meeting Emphasize on Fund raising Radio Saikat work order 	<ul style="list-style-type: none"> Plans & Budget effectiveness Searching fund for Radio Saikat Monthly funding forecast
2	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> GIZ Project recruitment Prepare Plan of Operation FD6-GCA Project Field visit Bhola, Barishal & Cox's Bazar 	<ul style="list-style-type: none"> Starting to Justice Project Recruitment on GIZ Project Working for GCA Project Working for training arrangement
3	Syed Aminul Hoque	Director -ME & IA	<ul style="list-style-type: none"> UP assessment first draft Internal Audit Meeting. 	<ul style="list-style-type: none"> Gear up for the central audit Participated on donar's meeting

				<ul style="list-style-type: none"> • Conduct Internal audit
4	Md. Ahsanul Karim	Director -FC & CEA	<ul style="list-style-type: none"> • EC Meeting • Annual General Meeting • VAT & Tax compilation • SAM registration • Radio Saikat budget revision 	<ul style="list-style-type: none"> • Financial & fund management • Workorder & procurement Policy review
5	Tarik Sayed Harun	Director-CP	<ul style="list-style-type: none"> • Bank communication (SEBL, AB Bank, One Bank) • Advocacy with CDF • Field Visit • New branch establishment • Meeting with MRA 	<ul style="list-style-type: none"> • Run of field operation • Effectiveness next MCA • Field visit • Negotiation with banks • Touch on MRA time to time • Working with CDF
6	Mustafa Kamal Akanda	Director - Admin & SR	<ul style="list-style-type: none"> • Radio Saikat on Approval • Notice on Embankment at Parliament • Seminar on Embankment 	<ul style="list-style-type: none"> • Networking & Communication • ID card send to field • Radio Saikat establishment
7	Mujibul Haque Munir	JD-SD	<ul style="list-style-type: none"> • Task Team Documentation • Social watch review report • APFP Project 	<ul style="list-style-type: none"> • Workshop on FGD • Plan of operation for Justice Project • Working for APFP Project • Documentation on campaign
8	Md. Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> • HQAI Audit preparation • ToGETHER project workshop • CHS experience interview preparation • Need assessment and Interpretation training 	<ul style="list-style-type: none"> • Translation of some docuemnts • Join with ALNAF meeting • Study on child marriage situation of Cox's Bazar • Co-host of CHS Program
9	Ferdous Ara Rumees	DD-G, T & CR	<ul style="list-style-type: none"> • Meeting with MF on CRM • CRM report of May 2021 • BoT Meeting preparation 	<ul style="list-style-type: none"> • Gender meeting • CRM meeting • IRWD meeting
10	Md. Shahabuddin	AD-IA	<ul style="list-style-type: none"> • Meeting with IA team. • Audit Follow up • Field visit Cox's Bazar & Barishal 	<ul style="list-style-type: none"> • Central finance audit • Project visit in Cox's Bazar • Internal audit discussion meeting
11	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> • POP for SEP • Staff orientation • Business plan for enterprise unit • Field visit Cox's Bazar 	<ul style="list-style-type: none"> • PACE Correction for PKSF • Microfinance operation follow up • Staff meeting with SEP Project
12	Mahmudul Hasan	AD-CP	<ul style="list-style-type: none"> • Cox's Bazar field visit • June Closing • HR software follow up 	<ul style="list-style-type: none"> • MRA-CIB 2nd Phase starting • Microfinance operation follow up • Field visit at Cox's Bazar, Noakhali
13	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> • Annual Account closing • GIZ Project initiation • CFTM financial report 	<ul style="list-style-type: none"> • Project accounts report compile • Stating JUSTIC project accounts
14	Md. Omour Faruk Bhuiya	AD-FM	<ul style="list-style-type: none"> • Budget Distribution • Year closing • Partner Accountants training of ToGETHER • MJF Audit 	<ul style="list-style-type: none"> • Accounts closing • 108 Return Submission to NBR • Join shock return Submission
15	Abdur Rahman	Head-CO		<ul style="list-style-type: none"> • Documents submit of JB • Follow up SBAC Bank • Field Operation • MCM & Field visit in Cox's Bazar

16	Shipon Kumar Datta	Head-Accounts	<ul style="list-style-type: none"> • PF, Gratuity & WF final accounts preparation • Medical bill & loan processing 	<ul style="list-style-type: none"> • Receivable adjustment • Tally ledger • Starting final payment
17	Md. Anwar Hossain	Head-FIS & MIS	<ul style="list-style-type: none"> • Annual closing report • MRA Compliance • Agreement with PKSF (LIFT) 	<ul style="list-style-type: none"> • Documents submission to PKSF • Supplementary work for annual accounts
18	Md. Asaduzzaman	Head-A&EA	<ul style="list-style-type: none"> • Mother loan adjustment • Asset depreciation calculation sheet • IA travel bills 	<ul style="list-style-type: none"> • PKSF report • Field visits to outreach • Follow up with area manager
19	Hasibul Haque	Head-HRM	<ul style="list-style-type: none"> • Updating HRM software • Field visit in Cox's Bazar • File cover sorting 	<ul style="list-style-type: none"> • Final payment & appointment letter • Updating HRM software (Continue) • Office holding tax
20	Abarul Islam	Head-ICT	<ul style="list-style-type: none"> • ID card of all staff • Radio Saikat Studio • Internet and Security camera at UROC 	<ul style="list-style-type: none"> • ID Card • Radio Saikat studio construction • Field visit
21	Md. Abul Hasan	Program Head	<ul style="list-style-type: none"> • Climate vulnerability assessment of CFTM • Plan of Operation of CJRF • Position paper for district dialog of CEPI 	<ul style="list-style-type: none"> • Plan of Operation of CJRF • Documentary script for CPI project • 5 Case study writing • CEPI project visit
22	Ali Abbas	Head-FMCT	<ul style="list-style-type: none"> • Administrative document preparation for projects • UNICEF project follow up 	<ul style="list-style-type: none"> • External audit report submission • Bank statement collection of Contribution fund • Field visit to Cox's Bazar
23	Md. Zahidul Islam	Head-Meal & SD	<ul style="list-style-type: none"> • PPM • APFP Project • CFTM Quarterly report • Vulnerability assessment report 	<ul style="list-style-type: none"> • Online meeting with APFP project • Writing English Training preparation
24	Md. Firoz Alam	SC-ME	<ul style="list-style-type: none"> • MDP Project • Field visit 	<ul style="list-style-type: none"> • Report submission of MDP project • Field visit to Barishal • Monthly report of ACP project • Social action report collection & Compliance
25	Sabbir Ahmed	SC.-FM	<ul style="list-style-type: none"> • Support External Auditors (UNICEF Child) • Donor Report (MI, UNHCR, UNICEF) 	<ul style="list-style-type: none"> • FDMN annual accounts Compliance • Audit face
26	Salma Sabiha Khushi	SC -SM& DC	<ul style="list-style-type: none"> • Cyber bulling training • Social Media Activist networks orientation training • Video editing training assessment • Female health care meeting 	<ul style="list-style-type: none"> • MEAL & others video editing • Writing English Training • Anty bulling training preparation
27	Ragib Hasan	SC-Finance	<ul style="list-style-type: none"> • Annual financial statement • All VAT & Tax follow up • PO VAT & Tax calculation & Deposit • English certificate from NGOAB 	<ul style="list-style-type: none"> • Year closing adjustment • 108 Return Submission to NBR

28	Arif Dewan	SC-MEAL	<ul style="list-style-type: none"> • MEAL & CRM finalization workshop • Finance & Compliance workshop with partners • Executive summary of the Localization publication • Training partners on Global Monitoring system 	<ul style="list-style-type: none"> • Two workshops arrange • CRM workshop • Training calendar for ToGETHER • Speaking English training
29	Razib K. Bhowmik	SC-Finance	<ul style="list-style-type: none"> • FD-6 revised • Change hand over CJRP and APFP project. 	<ul style="list-style-type: none"> • Annual report submission for NGOAB
30	Shaharul Hossain Sagor	Coordinator-ICT	<ul style="list-style-type: none"> • Purchase of MF & SEP • HRM Server maintenance • Mail server maintenance 	<ul style="list-style-type: none"> • Purchase of GIZ, SEP, MF & others • Training Preparation
31	Mostafizur Rahman	Coordinator-CR	<ul style="list-style-type: none"> • PKSf bill submission • Radio Saikat license • Radio Meghna equipment Installation 	<ul style="list-style-type: none"> • Frequency renewal • Help & follow up Project program • Radio Meghna equipment Installation
32	Rahnuma Kamal	AC-Accounts	<ul style="list-style-type: none"> • Monthly PF & WF posting • June Closing 	<ul style="list-style-type: none"> • Salary sheet, monthly PF & WF posting
33	Sraboni Shahana	Manager-Accounts	<ul style="list-style-type: none"> • Journal preparation • Stock update and closing 	<ul style="list-style-type: none"> • Advance adjust & Update • Stock update • Regular transection

Having no other issues for discussions, the meeting was ended with the vote of thanks.

Notes taken by,

Mostafijur Rahman (Golap)
Coordinator-CR

Moderated by,

Sanat Kumar Bhowmik
Deputy Executive Director